

PTO/PHACT Meeting Notes

September 13, 2016

Attending: Lisa LaBelle, Michelle Bolduc, Darcy Baran, Kim Martin, Gracie Martin, Shannon Haddad (Treasurer), Callie Mihok, Karen Carrancio, Becky Gagne, Heather Victoria, Diane Lemire, Sheryl Savino, Michael Quick, Shannon Jenkins, Maryellen Donnelly and Tracy Dunn

Notes taken by, summarized and typed by Lisa LaBelle

🍏 Treasurer Report- See attached

🍏 Billboard –

- Kurt Lessenger, Owner of the billboard located on the intersection of Route 6 and 198 in Chaplin, joined our meeting to discuss an rental agreement for 12 month period for a total cost of \$2700 paid up front. The billboard would be used for positive promotion of Parish Hill Middle High School on a 8’8”x19’11” full color digital banner. Installation and removal of banner is included. MaryEllen Donnelly has spoken with donors and we may have the total cost, or close to it, covered by donations specified for the purpose of the billboard. MaryEllen and Shannon Haddad will update the detail of exactly how much is covered.
- The cost does not include artwork. It is estimated that a 20’x8’ banner is \$400. Having a smaller interchangeable banner was discussed to advertise current events or promote important aspects of the school.
- Discussed having the school’s Graphic Design course come up with a design. Maybe a contest for the best design wins.
- Discussed having sponsors on the billboard to bring in some extra money and help offset some of the cost.
- **Follow-up by MaryEllen Donnelly and Shannon Haddad.**

🍏 Grant Opportunity-

- Kurt suggested we look into the Jeffery P. Ossen Foundation for grant opportunities
- **Follow-up by Darcy Baran.**

🍏 Students’ role in Community-

- Discussed senior community members and our need to involve them in what we do as well as help them with their needs.
- Discussed after school club for community service. Help seniors with lawn care, etc and visit senior centers.
- Invite Seniors to our meetings.
- Write up a message to be sent out to the community explaining that we would like to offer our services to the community. The contact number would be Darcy Baran, Student Services.
- Contact for Chaplin Senior Center: Roxanne St. Jean, Director (860-933-7220). See KC for Peggy, another contact.
- **Followup by Callie Mihok for letter.**

🍏 Funraising-



- Paint and Sip. **Shannon Haddad** will speak with Putnam's Artique to get details.
- 🍏 **Marketing-**
 - Michael Quick spoke with us about his business, Rustic Marketing. He specializes in targeted print and online marketing. He offered 1 add per day per social network for \$189/month. Can target town, school, gender, net worth, etc and usually see 80,000 views. He will get us a packet to look through. We will discuss further next meeting.
 - **Follow-up by Lisa LaBelle**
- 🍏 **Chaplin MudRun (community service)-**
 - Chaplin Elementary School PTO sponsoring event. Our PTO will help. Michelle Bolduc attended their meeting to offer help and see what was needed. Looks like they need volunteers to help build obstacles as well as help out the day of the event.
 - Sign up sheet started by Michelle for the day of the event.
 - Darcy to check with Mr. Proudly to see if his B period class can take a trip to Garrison Field to help build obstacles between the dates of Sep 26th and Oct 1st. Also will recruit volunteers through Student Services. Great opportunity for those in need of volunteer hours.
 - We will help promote event.
 - Michael Quick offered to write an article on the event in the Hampton Gazette if we get him photos.
 - Idea came up to call Chronicle to cover event.
 - **Follow-up by Michelle, Darcy, Lisa**
- 🍏 **Family in need (community service)-**
 - Decided on a monetary donation of \$200 (Wal-Mart gift card) to the Whitehouse family in Chaplin. Both parents have been diagnosed with cancer. They have 3 small children.
 - Discussed getting the family meals through our culinary department, offering student help with yard work and babysitting. Also discussed doing a giving tree at Christmas time.
 - Follow-up with further discussion next meeting with action plan
- 🍏 **Student/School needs-**
 - **Darcy** to ask for wish list from teachers so that we can decide how best to support our students, teachers, administrators, and staff.
- 🍏 **Open House at PHMHS-**
 - We will have a table set up with posters, brochures, sign ups, and friendly faces. Arrive at 6pm to help set up. Open House runs 6:30-8:15.
- 🍏 **Post Card Update-**
 - Promotional post cards were written and design by Tracey Dunn (awesome job!). They were edited to include "Did you know..." on the front to indicate the purpose for the mailings. Tracey to fix the Facebook page link, but looks good otherwise. Price to mail for towns of Chaplin, Hampton, and Scotland is \$675. This does not include printing. Estimated cost with printing is \$800-\$900. MaryEllen and Tracey will check the number of houses in Scotland and price of card stock and printing to get a better idea of cost. Will discuss after this when and how to get the cards distributed. Need to wait for update of finances after billboard is cost is finalized.
 - **Follow-up by Maryellen and Tracey.**
- 🍏 **Trunk or Treat/Movie Night at PHMHS-**



- Discussed doing a movie night as well as a trunk or treat at Parish Hill. Prefer same night. Tracey Dunn will email Marcie LaRose about dates.
- Update since meeting: 7th grade class is doing a movie night (Transylvania 2) on Oct 21st. We will do our Trunk or Treat before the movie begins and offer support to the 7th grade class. More detail to come
- **Follow-up by Tracey Dunn**
- 🍏 **Yoga (community service)-**
 - Finalizing offering yoga at Parish Hill once/week. Age 55 and over would be free. Possibly held in library.
 - **Sheryl Savino will follow-up** with Marcie LaRose to get a date and Darcy to get School Use form filled out.
- 🍏 **501c3-**
 - Discussed doing 501c3 ourselves versus joining PTA. Filing our own 501c3 will cost \$400 if we anticipate less than \$10,000 coming in/year and \$850 if we anticipate over \$10,000/yr. The form preparation can be about 100 hours of time according to the IRS. Fees range from around \$500 to \$5000 to prepare and submit forms (more money gives you more service). Joining PTA lets you exist under their 501c3 status. Must pay yearly dues of \$5.50/member with a minimum of 25 members. Need to submit forms and complete training (for officers) and have insurance.
 - Questions came up including: Are community members allowed as part of the organization, how much is insurance per year and can we fall under the school's. Will ask these questions and see if a PTA representative will come out to our next meeting, or hold a special meeting to make sure we understand the process and outcomes.
 - **Follow-up by Lisa LaBelle**

Next meeting schedules for Oct 11th at 6:00pm in the PHMHS Library



PHACT Financial Summary

September 13, 2016

Account Transactions Summary:

July 1, 2016 opening balance	\$734.89	
Total Deposits (through 9/13)	\$1,244.00	
Total Withdrawals (through 9/13)	\$506.62	
Account Balance 9/13/16	\$1,472.27	<i>(\$400 earmarked for billboard)</i>

Brooklyn Fair Summary:

TOTAL Receipts/income:	\$551.00	TOTAL Expenditures:	\$583.86
Cash receipts at fair	\$526.00	Ice	32.00
Donation (BJ's)	\$25.00	Waters/Juice	\$25.00
		Cost of site	\$350.00
		Extra Tickets	\$30.00
		Walmart & Amazon (supplies)	\$146.86

Billboard Update: Owner agreed to \$2,700 for 12 month rental (pre-paid) - includes installation and removal. We are responsible for cost of graphics.

To date: Donation received earmarked for billboard = \$400.00 (Additional \$500 donation committed just not yet received)

Respectfully Submitted:

Shannon Haddad

Treasurer

